

Title 2

ADMINISTRATION AND PERSONNEL

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ORDINANCE NO. 1A

Riverside Wyo, November 22, 1902

AN ORDINANCE CONCERNING TOWN OFFICERS, THEIR DUTIES, TERM OF OFFICE, OATH, AND SALARIES.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF RIVERSIDE.

Section 1. In addition to the elective officers of the Town of Riverside there shall be a Town Marshall who shall be ex officio Town Collector. A Town Clerk who shall be ex officio. Town Assessor. A Town Attorney and such policemen as the Board of Trustees may deem necessary each of whom shall be appointed by the Mayor (by and with the consent of the Board). Who shall hold their offices until the end of the fiscal or municipal year unless sooner removed for cause. Also a Police Justice who shall be a Justice of the Peace.

Section 3. It shall be the duty of the Mayor or at the first meeting of the new board after the regular municipal election or as soon there after as possible to submit to the Council a list of nominations for the appointed officers provided by ordinances and the said Town Board shall proceed at the said meeting or as soon there after as possible to confirm or reject said nominations and to notify the Mayor of there action and in case of the rejection of any of the said nominations the Mayor shall submit new nominations unto the Board until said offices are filled.

Section 5. It shall be the duty of the Town Clerk to keep the corporate seal, papers and books belonging to his office. To attend the meetings of the Board of Trustees to keep a journal of their proceedings. To keep a record of all ordinances passed by the Board in ordinance book. Which journal or record shall after the same has been approved by the Board be signed by the Mayor and Attested by the Clerk. The Clerk shall attest all orders or warrants on the Treasurer and affix the seal thereto and keep an accurate account of the same in a book kept for that purpose. To attest and affix the seal of Town to all bonds, licenses issued date of issue and date of expiration of the same and the amount paid for the same in book provided for that purpose and to perform all other such duties as is or maybe hereafter required of him by the ordinances of the Town or by the laws of the State of Wyoming.

Section 6. It shall be the duty of the Town Treasurer to receive all monies derived for the benefit of the Town from any and all sources and to pay out the same only on proper orders signed by the Mayor and attested by the Clerk with the seal attached thereto. He shall keep an accurate and full account of each fund and of all receipts and disbursement in a book provided for that purpose. He shall pay the orders drawn on him in the order of there issue and keep a register of the same. He shall at all times keep his books open to inspection of the Mayor and members of the Board of Trustees and shall when required furnish them with a full statement of all receipts and disbursements and perform any and all acts that now or hereafter may be required of him by ordinance of the said Town or the State of Wyoming.

Section 7. All orders or warrants drawn on the Town Treasurer shall specify the services or indebtedness for which they are and the fund to which they be charged.

Section 14. This ordinance shall be in full force and effect on and after its passage.

Ordinance Number 121

An Ordinance providing for income of Town Council and Mayor, repealing all Ordinances in conflict herewith.

Be it ordained by the Governing body of the Town of Riverside, that the members of the Governing body of the Town of Riverside be paid a sum of \$ 10.00 per meeting attended and the Mayor of said Town be paid a sum of \$ 100.00 for every 6 months of service.

First Reading June 4 - 1979

Second Reading & Final Passage July 2 - 1979

ATTEST:

Mike Curran
Town Clerk

E. B. Carpenter
Mayor

ORDINANCE

An ordinance providing for the establishment of an Emergency Management Organization (referred to as Disaster & Civil Defense) as per Wyoming Statutes, Chapter 5, Section 19-107, 1977 as amended) and its governing council to:

- (1) Prepare and exercise operational plans to complement the city/county plan.
- (2) Effect coordination of public agencies, industry and citizens with emergency responsibilities and functions.
- (3) Provide for a coordinator and the enrollment of key staff persons and defining their powers and duties.
- (4) Authorize acceptance of services, equipment and funds from the state and federal government and other public and private sources.

Emergency Management (referred to as Disaster and Civil Defense) shall mean planning for and carrying out of emergency functions including prevention, response and recovery from disaster events. This includes, but is not limited to, disorder, flood, fire, sabotage, blizzard, tornado and other natural, man-caused or nuclear emergencies.

BE IT RESOLVED BY THE GOVERNING COUNCIL OF THE INCORPORATED COMMUNITY OF RIVERSIDE _____ WYOMING

Section 1: That there is hereby created the RIVERSIDE city Emergency Management Organization which shall be governed by a council consisting of:

The ~~city~~ mayor and city council members and city manager

The Chairman of the council shall be the Julien Thompson

The Vice Chairman shall be the Albert Lawson

The council will become an integral part of the County Emergency Management Council during a countywide disaster.

Section 2. That the primary responsibility for initiating action at the time of an emergency or disaster rests with the elected government of the city of Riverside A declaration of an emergency and subsequent assistance requests during or on account of an emergency or disaster in Riverside city will be honored only when the emergency is declared by the chief elected official and/or emergency council.

Section 3: That the Riverside Emergency Council is empowered to prepare, review and recommend to the Carbon county/~~city~~ Emergency Management Council an emergency operations plan for Town of Riverside city

Section 4: That it shall be the duty of the Emergency Council to promulgate such rules and regulations necessary for the efficient management and operation of the Riverside city Emergency Management Organization.

Section 5: That the Riverside Emergency Council shall designate a suitable location for the establishment of an Emergency Operations Center - to include essential communications, operating equipment and if practicable, fallout protection.

Section 6: That the Emergency Operations Center for Riverside be located Welton Riverside Wyoming 82325 Building Address

Emergency situations may warrant the establishment of a point of operation at the scene of the disaster.

Section 7: That the succession of authority within the Town of Riverside Emergency Council will be:

- (Example) 1. Mayor E.B.Carpenter 2. City Manager _____
- 3. Council President Albert Laeson 4. Council Member Dick Martin
- 5. Council Member Juleen Thompson 6. Council Member Wilma Nutter

Section 8: That the Riverside city Emergency Council shall recommend to the Governor of Wyoming a person to serve as coordinator for the Council who shall serve at the pleasure of the Council and the Governor.

Section 9: That the Riverside Emergency Council will, with the consent of the Governor, designate agent(s) to receive services, equipment, funds, etc., offered by federal/state grant or loan and other donors.

Section 10: Coordinator - powers and duties:

The Coordinator is hereby empowered and directed:

(a) to prepare a local Emergency Operating Plan for Riverside and assist in the development of a countywide Emergency Operations Plan.

(b) to assist in the coordination of emergency responsibilities and functions of other departments, industry and citizens of Carbon County

(c) to execute directives and policies established by the Riverside Emergency Council.

(d) to coordinate training, planning, management and operational activities with the county Emergency Management Department.

Section 11: This ordinance is hereby declared to be a measure necessary to provide coordination with county, state and federal Emergency Management Departments and for the immediate preservation of the public peace, health and safety and shall take effect and be in the force from and after passage. Prior ordinances adopted by the Riverside Emergency Council concerning _____ Emergency Management Organization which are in conflict with the letter and intent of this ordinance are hereby rescinded.

Emergency Management Organization

Date of Approval: March 1982

[Signature]
City

[Signature]
Mayor

City Manager

[Signature]
Council President

[Signature]
Council Member

[Signature]
Council Member

Council Member

[Signature]
Council Member

Council Member

A Charter Ordinance Number III

An Ordinance To Shorten Terms Of Concil Members To Confirm With Primary And General Elections.

Section I

Be IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF RIVERSIDE, WYO.

That they shorten the terms of 2(two) Concil Members of the 4(four) Member Concil, so they can be elected at the Primary Election September 14, 1976 and the General Election November 2, 1976 for a 4(four) year term.

Section 2

An emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage .

Passed and approved this day July 1 1976

Signed E. B. Carpenter

Mayor of Riverside

Attest:

Wanda Curry
(Name) Clerk of Riverside

R E S O L U T I O N

A RESOLUTION SUPPORTING THE EFFORTS OF THE JOINT COMMUNITY PLANNING GROUP TOWARDS DEVELOPING A LONG RANGE COMPREHENSIVE COMMUNITY PLAN

THE GOVERNING BODY OF THE TOWN OF RIVERSIDE, COUNTY OF CARBON, STATE OF WYOMING, Town Council states hereby its support for the Joint Community Planning Group in their efforts towards a development of a long range comprehensive community plan including the Town of Riverside, Town of Encampment and a surrounding area of approximately three miles.

PASSED, APPROVED AND ADOPTED this 4 day of January 1988/

TOWN OF RIVERSIDE:

ACTING James M. Benedict
Mayor

ATTEST:

Henry H. Henders
Clerk

ORDINANCE NO. 173

AN ORDINANCE DETERMINING A VACANCY IN ELECTED OFFICE.

WHEREAS, it has become necessary to determine the existence of a vacancy in the elected offices of the Town of Riverside;

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF RIVERSIDE, CARBON COUNTY, WYOMING:

Section 1: Determination of Vacancy in Elected Office. A vacancy in an elected office within the town shall be determined to exist at such time as the Council, by motion, finds that the incumbent :

- A. Dies;
- B. Resigns;
- C. Is determined by a court having jurisdiction to be insane or mentally incompetent;
- D. Is disqualified from holding office for any reason specified by law;
- E. Is convicted of a crime involving moral turpitude or constituting a breach of his oath of office;
- F. Refuses to take the oath of office;
- G. Refuses to give or renew an official bond if required by law;
- H. The election is voided by a court decision; or
- I. No longer resides within the ward from which he/she was elected.

Section 2. Whereas, an emergency exists, this ordinance shall take effect and be in full force from and after its passage and approval.

PASSED, ADOPTED, AND APPROVED this 21ST day of Nov, 1994.

TOWN OF RIVERSIDE

BY John L. Bannock
MAYOR

ATTEST Susan M. Murrain
TOWN CLERK

ORDINANCE NO. 185

AN ORDINANCE PROVIDING FOR AND AUTHORIZING THE TOWN CLERK TO ESTABLISH AND ADMINISTER A RECORDS MANAGEMENT PROGRAM FOR THE TOWN OF RIVERSIDE.

BE IT ORDAINED BY THE GOVERNING BODY OF THE TOWN OF RIVERSIDE, CARBON COUNTY, WYOMING:

WHEREAS, Wyo. Stat. § 9-2-413 (1977), as amended, provides that all public records, including those of the political subdivision, are the property of the state and shall be preserved, stored, transferred, destroyed or disposed of only in accordance with Wyo. Stat. §§ 9-2-405 through 9-2-413, and

WHEREAS, all Town of Riverside records are declared to be public property and the handling of such records contrary to the above referenced statutes is prohibited, and

WHEREAS, the Town of Riverside desires to establish an active and continuing program for the efficient and economical management of all Town records and to develop policies and procedures for the administration of the program under the direction of the Town Clerk, in compliance with the above-referenced statutes:

SECTION 1: AUTHORITY. Wyo. Stat. § 9-2-410 states: "All public records are the property of the state. They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with Wyo. Stat. §§ 9-2-404 through 9-2-413." These statutes and Riverside Town Code provide the Town Clerk the authority to develop and maintain a records management system that will effectively and efficiently ensure the safety, maintenance, preservation and disposition of records developed by certain Town agencies.

SECTION 2: PURPOSE. The citizens of the Town of Riverside have a right to expect efficient and cost-effective government, and the management of Town records is necessary for the economic operation of the Town. Preservation of records of permanent value is mandatory to provide citizens with information concerning historical and operational data. The establishment of uniform standards and procedures for the maintenance, preservation, microfilming or other disposition of Town records is necessary for continuity of records procedures and access to records.

SECTION 3: ESTABLISHMENT OF A RECORDS PROGRAM. The governing body of the Town of Riverside hereby declares its support of the Town Clerk's efforts to establish and adopt a records management program for the orderly and efficient retention, retrieval and disposition of records of the Town. The creation of a records program will be administered pursuant to legal, fiscal, administrative and archival requirements and in accordance with state law. The State of Wyoming Records Management Manual shall be adopted by the Town of Riverside as its records management manual.

SECTION 4: BENEFIT OF RECORDS RETENTION PROGRAM. The records retention program will release space and reduce the need for storage and filing equipment; establish an efficient retrieval operation for both active and inactive municipal records, provide for routine disposition of paperwork; maintain security over municipal records; secure a central records storage facility which can be operated and maintained by records management staff; and ensure that the Town stays in compliance with state law.

SECTION 5. MUNICIPAL RETENTION SCHEDULES. The Town Clerk's office will devise a records retention schedule for each participating department or division. All retention schedules shall meet the minimum requirements of the May 24, 1989, as amended, Records Management Manual adopted by the Wyoming State Archives, Museums and Historical Department, Archive Records Management Division.

SECTION 6. TRANSFER OF RECORDS OF RECORDS RETENTION CENTER. All departments affected by this ordinance are required to work directly with the Town Clerk's Office on records retention. The Town Clerk shall be advised of all requests for indexing, locating, microfilming and disposing of records through utilization of Records Retention Center forms provided by the Town Clerk's Office. All records requested to be turned over to the State of Wyoming Archives Office will be submitted through the Town Clerk's Office. Disposition of records submitted to the Records Retention Center will be achieved through the Town Clerk's Office only after review and written approval of respective department heads.

SECTION 7. SEPARABILITY. If any clause, sentence, paragraph or part of this ordinance or application thereof to any person or circumstance shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of this agreement.

SECTION 8. This ordinance shall be in full force and effect upon its passage and publication.

PASSED, ADOPTED AND APPROVED this 2nd day of Sept 1995.

TOWN OF RIVERSIDE

By John J. Baunoch
Mayor

ATTEST Susan M. M... ..
Town Clerk

ORDINANCE NO. 196

AN ORDINANCE CHANGING THE REGULAR TOWN OF RIVERSIDE
COUNCIL MEETING TO THE FIRST THURSDAY OF EACH MONTH.

WHEREAS, the change of the meeting date for the Town of Riverside will be beneficial for council participation, and;

WHEREAS, it will be beneficial to improve attendance, and;

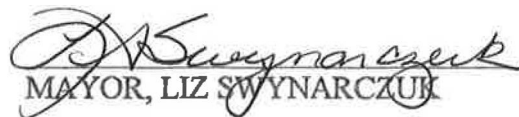
WHEREAS, it will be beneficial to improve the conduction of Town business, and;

WHEREAS, an emergency exists, **IT IS HEREBY ORDAINED** BY THE TOWN OF RIVERSIDE that the meeting date is hereby changed to the first Thursday of each month at 7:00 p.m..

This ordinance shall take effect and be in full force from and after its passage and approval.

PASSED, ADOPTED, AND APPROVED this 2nd day of March, 1999.

TOWN OF RIVERSIDE


MAYOR, LIZ SWYNARCZUK

ATTEST:


CLERK/TREASURER, SUSAN MUNSC

ORDINANCE NO. _____

AN ORDINANCE CHANGING THE REGULAR TOWN OF RIVERSIDE COUNCIL MEETING TO THE SECOND THURSDAY OF EACH MONTH.

WHEREAS, the change of the meeting date for the Town of Riverside will be beneficial for council participation, and;

WHEREAS, it will be beneficial to improve attendance, and;

WHEREAS, it will be beneficial to improve the conduction of Town business, and;

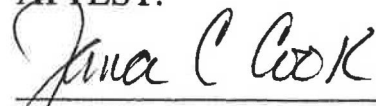
WHEREAS, an emergency exists, **IT IS HEREBY ORDAINED BY THE TOWN OF RIVERSIDE** that the meeting date is hereby changed to the second Thursday of each month at 5:00 p.m.


This ordinance shall take effect and be in full force from and after its passage and approval.

PASSED, ADOPTED, AND APPROVED this 14 day of October, 2005.

TOWN OF RIVERSIDE

ATTEST:


Clerk/Treasurer Jana C. Cook


Mayor Sherry Flauding

ORDINANCE NO. 213

AN ORDINANCE CHANGING THE TIME OF THE
REGULAR TOWN OF RIVERSIDE COUNCIL MEETING
TO 6:00 P.M.

WHEREAS, the change of the meeting date for the Town of
Riverside will be beneficial for council participation, and;

WHEREAS, it will be beneficial to improve attendance, and

WHEREAS, it will be beneficial to improve the conduction of Town
business, and

WHEREAS, an emergency exists, **IT IS HEREBY ORDAINED BY THE**
TOWN OF RIVERSIDE that the meeting date is hereby changed to the
second Thursday of each month at 6:00 p.m.

This ordinance shall take effect and be in full force from and after its
passage and approval.

PASSED, ADOPTED AND APPROVED this 10th day of February 2011.

TOWN OF RIVERSIDE

ATTEST:

Jana C. Cook, Clerk/Treasurer



Ronald L. Bedwell, Mayor